

# Text Replacement, iOS 10.3.1

## Introduction

Text replacement on an iPad allows users to speed up input of commonly used phrases, sentences or text.

## Learning Objectives

Completion of this tutorial will give you experience with the following:

- Create a text replacement shortcut on the iPad

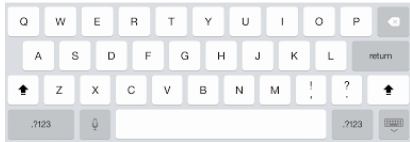



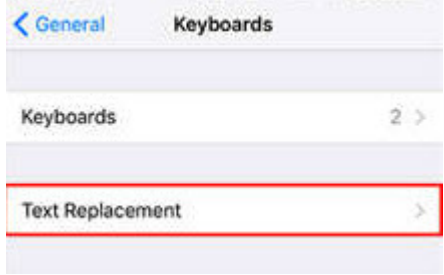
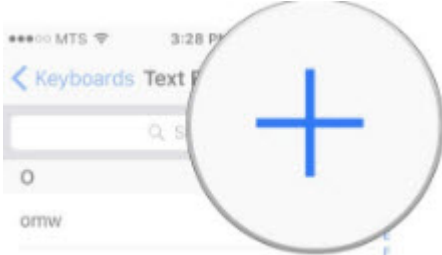
## This tutorial assumes

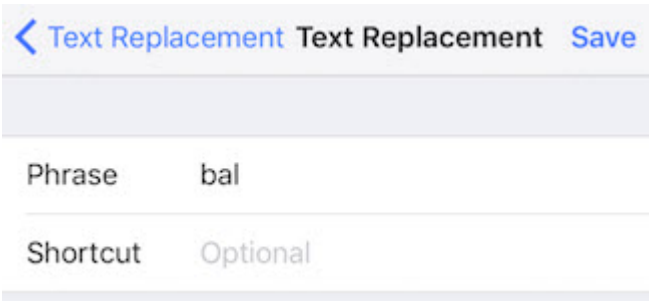
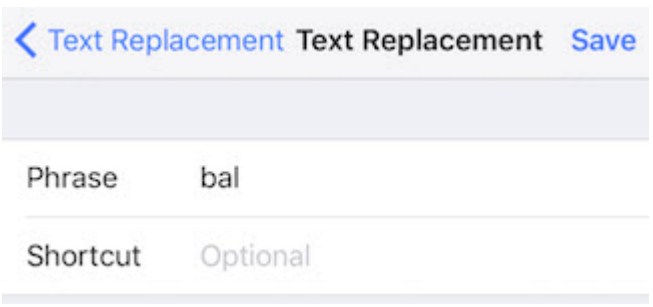
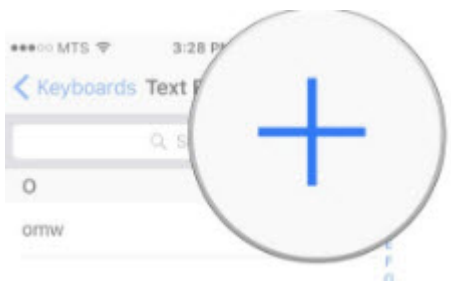
- that you have an iOS device with version 9.0 software

## Case Study

Max is writing a report on the Canadian provinces but is often slow at typing. To speed up his keyboarding skills, Max uses predictive text on the iPad's built-in keyboard. Max can also use text replacement on the keyboard to replace common phrases.

## Using the Text Replacement feature

1	This feature will only work on the iPad's built-in web keyboard	
2	To create a text replacement shortcut, go to Settings	
3	Go to General	
4	Go to Keyboard	
5	Go to Text replacement	
6	Tap on the plus sign on the right side of the iPad	

<p>7</p>	<p>Type in your common phrase (eg. New Brunswick)</p>	
<p>8</p>	<p>Type in your shortcut (eg. NB)</p>	
<p>9</p>	<p>Tap Save</p>	
<p>9</p>	<p>Open an app where you would type like Notes. If you input your shortcut (NB), the common phrase (New Brunswick) will appear on your predictive text. Tap on the common phrase and it will be automatically be placed in your document.</p>	